



Check One: ☐ Fall Semester      Today's Date \_\_\_\_\_  
☐ Spring Semester  
☐ Summer Semester  
☐ Year \_\_\_\_\_

Full Legal Name \_\_\_\_\_  
Last First Middle

Previous Name \_\_\_\_\_  
(If applicable)

**Mailing Address.** Please use CAPITAL letters (*Address to which all materials should be mailed.*)

Street \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

State of Residence \_\_\_\_\_ State of Birth \_\_\_\_\_

Occupation \_\_\_\_\_ Company \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Office Telephone ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Sex: ☐ Male ☐ Female      Viewing Method: ☐ Cable ☐ Satellite ☐ Tape      Citizenship: ☐ U.S. ☐ Non U.S.

Cable Company \_\_\_\_\_ Place of Viewing \_\_\_\_\_

Please note: This will not finalize your enrollment, but holds a place for you in class until your payment is received and processed by JEC College Connection. Upon receipt of this form, an Education Services Center Representative from JEC College Connection will contact you to complete your enrollment. This is not an application for admission to a degree program.

Best time to call: From \_\_\_\_\_ to \_\_\_\_\_ AM - OR - From \_\_\_\_\_ to \_\_\_\_\_ PM \_\_\_\_\_ at home \_\_\_\_\_ at work

Please list courses for which you are enrolling. (Be sure you have the required prerequisites.)

Course Number	Course Title	Course Credits	Institution

Type of payment you prefer: ☐ VISA    ☐ MasterCard    ☐ American Express    ☐ Discover    ☐ Money Order    ☐ Check

Account Name \_\_\_\_\_ Account # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Account Address \_\_\_\_\_ Employer Tuition Assistance Voucher \_\_\_\_\_  
(if different than above)

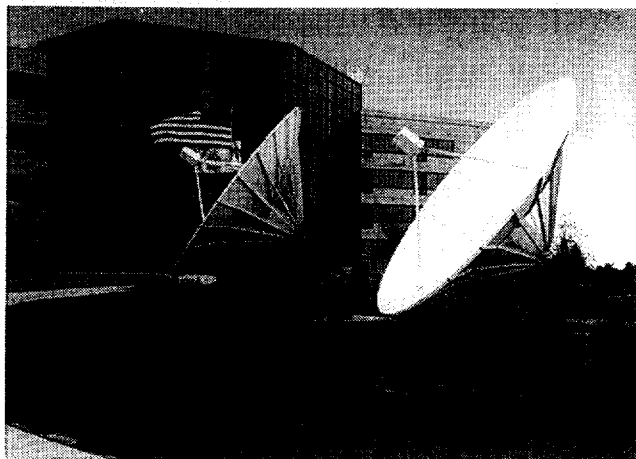
Signature \_\_\_\_\_

☐ *In signing this form, I understand that a JEC College Connection representative will contact me to finalize my enrollment and arrange payment.*

Return to: JEC College Connection, 9697 E. Mineral Ave., P.O. Box 6612, Englewood, CO 80155-6612 • fax (303) 799-0966

*Welcome to International University.*

*At IU, we are forging new frontiers in education. We have combined the study of new communications technologies with that of human communication to create a **Master of Arts in Business Communication**. All the courses are designed by recognized "Content Experts" in the communication field.*



*IU has a unique language of its own. The "Content Experts" are the course authors, experts in their fields who design the course structure. "Teaching Faculty" are instructors who are experienced in teaching the course and provide feedback and evaluation to students. A "Study Guide" is a print-based, content-specific guide that is designed and written by the Content Experts. A "Virtual Classroom" is the electronic community where students and Teaching Faculty interact*

*using Internet listservs and the World Wide Web.*

# International University

Visit the IU Web site at  
<http://www.international.edu>

*The new instructional model is designed to address the primary needs of adult students. We know from research that adults want convenience, flexibility and information that is applicable to their daily personal and professional lives. IU meets these needs by using a multiple media approach to the study of communication, which includes skills and knowledge that are critical for the twenty-first century.*

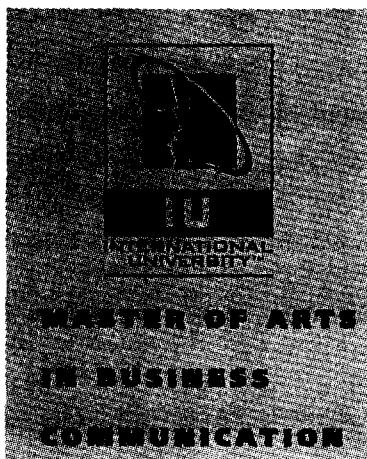
*In this model, the video component introduces students to the Content Expert and explores a range of topics and issues covered in the course. The Study Guide is offered both in print and as an HTML document that students may download from the World Wide Web. For each course, a Web component is designed to extend the curriculum and is updated frequently with information about assignments, references, case studies, new content and links to the listservs. Student and faculty interaction is facilitated through e-mail, using course specific Internet listservs.*

*Experience first hand our high-quality courses and the innovative, instructional rigor that has been designed especially for learning at a distance.*

*Sincerely,*

Pamela S. Pease, Ph.D.  
Vice President and Dean of Academic Programs  
International University

IU courses are at the same time convenient and challenging. Interactive Internet tools and resources allow students in any location with any schedule, to study and participate in course interaction. IU is literally a



university without walls. Some IU students even take courses while traveling. The challenge to the student manifests itself in course content which requires, as with any university course, thoughtful analysis and academic rigor. In addition, terms

of eight weeks in length accelerate course delivery and learning. The end result is a fulfilling academic experience and the kind of satisfaction that results from a job well done.

All IU courses are developed by leading experts in the field of Business Communication. IU then compiles all the information necessary for teaching each course in study guides, reading packets, interactive computer software, World Wide Web sites and video productions. IU hires other experts in the same field, the IU Teaching Faculty, to teach the course.

You read and study on your own time during the eight-week term. IU uses certain technological tools that facilitate interaction among students and faculty to make the learning experience more effective than the age-old correspondence course or telecourse. IU maintains a collection of listservs (electronic mailing lists) and World Wide Web sites that serve as instructional and interactive tools.

Take some time to get to know IU, its courses, and its people. You will find that you are participating in a true learning revolution. We are certainly looking forward to getting to know you!

## MASTER OF ARTS IN BUSINESS COMMUNICATION

The Master's Program prepares students for many people-related and management challenges that occur in the workplace. It focuses on the knowledge and

communication skills which help develop creativity, innovation, entrepreneurship and leadership. Students gain new insights into negotiation, dispute resolution and multicultural diversity. In addition, the program explores new communication technologies which are changing the way we work and interact.

## ADMISSION REQUIREMENTS

*Note: Courses may be taken prior to admission. Students may enroll in the degree program or take selected courses for personal or professional growth for credit or non-credit.*

- Completion of an IU admissions application package with accompanying fee
- Official transcripts from all colleges attended
- A bachelor's degree.
- Undergraduate GPA of 2.5 (cumulative) or equivalent
- Demonstrated knowledge and skills in public speaking and business writing through one of the following:
  - An official transcript showing successful completion of undergraduate courses in public speaking and business writing
  - Successful completion of two courses:
    - BC322 Basic Public Speaking*
    - BC352 Fundamentals of Business Writing*
  - Successful completion of competency exams administered by IU
- Students with less than a 2.5 cumulative GPA will be considered on an individual basis

## Equipment Needs

Students participating in courses will need to have access to the following:

- A TV with a videotape player/recorder or access to JEC Knowledge TV
- A 386 or 486 IBM-compatible or Macintosh computer
- Minimum 14.4 KBPS modem
- Internet e-mail and access to the World Wide Web

*\* Students in BC322, BC625, BC628 need access to video equipment and a variety of speech aids.*

**DEGREE REQUIREMENTS**

- A minimum of 35 credit hours is required for graduation
- At least 26 credit hours must be taken at IU
- Maintain a minimum grade-point average of 2.0 on all IU course work

**MASTER OF ARTS DEGREE IN  
BUSINESS COMMUNICATIONS  
COURSE OFFERINGS**

**Prerequisite Courses**

Course Number / Title	Credits	Page
BC 322 Public Speaking	3	75
BC 352 Fundamentals of Business Writing	3	57

**Required Courses**

Course Number / Title	Credits	Page
BC 500 Research Methods for Graduate Study	3	58
BC 511 Understanding the Human Communication Process	3	58
BC 531 Dynamics of Person-to-Person Communication	3	58
BC 533 Communication Ethics	3	59
BC 541 Team Effectiveness	3	59
BC 561 Emerging Communications Technologies	3	59
BC 592 Communication Applications with Emerging Technologies	3	59
BC 593 Communication in Business	3	59
BC 625 Advanced Business Writing	3	60
BC 627 Business Communication	3	60
BC 658 Business Communication as the Capstone Course for the program	2	60

**TUITION AND FEES**

Three-credit course	\$475
Two-credit course (Capstone - necessary for Master's Degree program)	\$317
Application fee for admission for degree student	\$ 75
Graduation fee for degree student	\$ 30
Fee for incomplete course	\$ 50
Computer/Listserv (e-mail) fee	\$ 15

*\* Miscellaneous fees, course materials, videotape rentals and shipping are additional.*

**ACCREDITATION**

International University has a Category II Authorization from the Colorado Commission of Higher Education. IU is presently seeking accreditation from the North Central Association of Colleges and Schools.

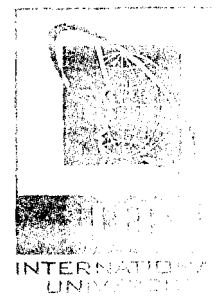
## *Follow our Link to the Future*

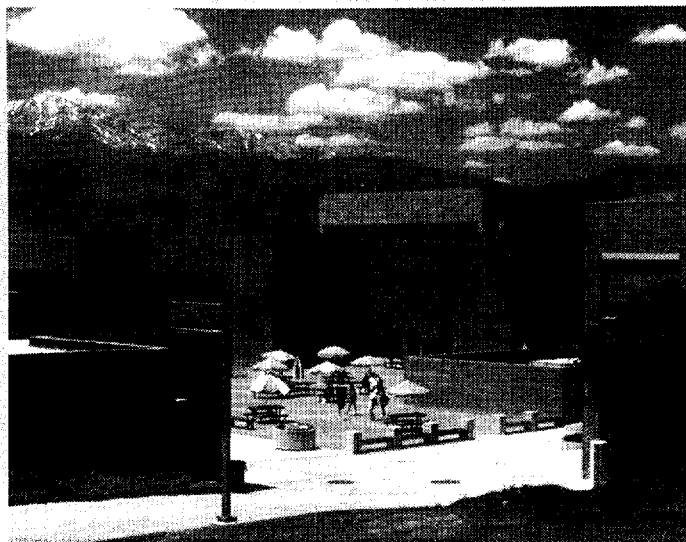
*<http://www.international.edu>*

*IU's World Wide Web site serves as our "virtual campus." Visit the site for information on IU programs, faculty, and registration.*

*The site features:*

- *a detailed description of both the Master of Arts and Bachelor of Arts degree programs*
- *application forms and requirements for admission to the degree programs*
- *descriptions of all IU courses, with detailed learning objectives*
- *biographies of IU content experts and teaching faculty*
- *the IU Insider, IU's official newsletter*
- *a complete on-line registration form*





# University of Colorado at Colorado Springs

Founded in 1965

*Dear Prospective Student:*

*We are delighted to cooperate in bringing you unique opportunities to earn both the Master of Business Administration (MBA) and Master of Public Administration (MPA) degrees at a distance through JEC College Connection. These programs combine the best parts of our traditional on-campus degree programs with the delivery advantages of modern technology. Using an array of new techniques, we'll bring you excellent instruction via television, the Internet, the World Wide Web, and other media. You will have the opportunity to communicate with other students throughout the world, to form virtual workgroups, to transcend many of the boundaries of the traditional classroom, and at the same time receive a high-quality, fully accredited educational experience.*

*As you explore the following information you will note that these programs share a common core of six courses. These courses will be interdisciplinary and are designed to provide our students with a solid understanding of the business, government, nonprofit sectors, and of the many interrelationships among the three. During these times of radical social change, we feel strongly that the boundaries among sectors are becoming more fluid, more transparent, and that new leaders will need to have expertise that transcends these boundaries.*

*Take a look at these programs, and call JEC College Connection if you have questions. Our faculty and staff will always be available to you, at your convenience, to help you succeed in earning the MBA or the MPA at a distance.*

*Best Regards,*

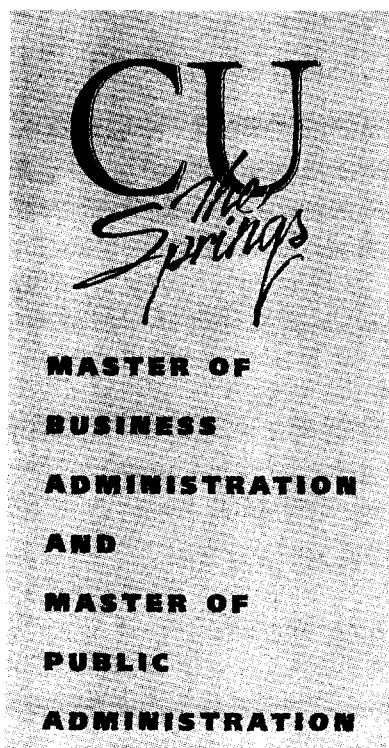
*Richard Discenza*

Richard Discenza, Dean  
College of Business

*Kathleen M. Beatty*

Kathleen M. Beatty, Dean  
Graduate School of Public Affairs

A member of the state university system in Colorado, University of Colorado at Colorado Springs offers 22 undergraduate degrees and 14 master's degrees. Graduate students comprise about 30% of the student body.



Courses for the master's programs are taught by full-time, doctorate-level faculty. Their efforts in leading-edge research, academic publishing and industry consulting enriches the learning experience.

The College of Business and the Graduate School of Public Affairs are extending the impressive faculty and programs of

the University of Colorado at Colorado Springs to an international student body. For the first time, the two schools are combining their exceptional resources to offer the only integrated MBA and MPA programs available through distance education. These unique graduate programs contain 18 hours of common curriculum that may be applied toward either degree. Students can enter the programs and begin taking courses before choosing a degree program.

The College of Business holds American Assembly of Collegiate Schools of Business (AACSB) accreditation, which is the same accreditation held by other top business schools such as Wharton, Stanford and MIT. The MBA is a contemporary program designed to prepare students for success in the fast-paced business world.

The University of Colorado at Colorado Springs' Graduate School of Public Affairs was founded in 1972. The MPA program enhances professional skills, providing career opportunities for managers and policy makers in both public and nonprofit sectors. Students learn to supervise and perform research, utilize new technology, and manage organizational finances and human resources.

Courses for both programs are delivered through a combination of video presentations, Internet-based materials and communication with classmates and professors.

### ADMISSION REQUIREMENTS

*Note: Courses may be taken prior to admission.*

- Completion of a UCCS admissions application package with accompanying fee
- Official transcripts from all colleges attended
- A bachelor's degree from a regionally accredited institution
- Acceptable GMAT results for the MBA
- Acceptable GRE or GMAT results for the MPA
- Letters of recommendation
- Current resumé

### Equipment needs

Students participating in courses will need to have access to the following:

- A TV with a videotape player/recorder or access to JEC Knowledge TV
- A 386 or 486 IBM-compatible or Macintosh computer
- Minimum 14.4 KBPS modem
- Internet access

### DEGREE REQUIREMENTS

Each program requires 36 credit hours of coursework. The degree can be completed in as little as two years, even with a full-time career. Students completing the MPA are required to complete a three-credit hour internship if they don't have significant nonprofit or public administrative experience.

**COURSE OFFERINGS****Common Curriculum Courses**

(18 credit hours that may be applied towards either master's degree)

Course Number / Title	Credits	Page
BAD619/PAD 509 Economics & Public Policy	3	*
BL619/PAD 519 Legal and Ethical Dimensions of Administration	3	60
FIN 619/PAD 518 Financial Reporting and Management	3	65
IS 619/PAD 512 Information Systems	3	63
LHRM 619/PAD 517 Leading and Managing the Organization of the Future	3	65
PHR 619/PAD 522 Human Resource Management	3	65

**MBA Requirements:**

The following prerequisites are required prior to being admitted to the MBA program and/or prior to taking any MBA requirements:

- Principles of Microeconomics
- Statistics
- Principles of Accounting
- Introduction to Computing

If you have not taken these courses previously, you may take them concurrently with the Common Curriculum courses. Check with your UCCS advisor for approval.

Course Number / Title	Credits	Page
BAD 629 Strategic Management	3	65
FIN 619 Financial Reporting and Management	3	65
MK 629 Marketing Management	3	66
PRMG 629 Contemporary Issues in Operations Management	3	65

*Plus two electives*

**MPA Requirements:**

Course Number / Title	Credits	Page
PAD 501 Public Service in a Complex Society	3	66
PAD 526 Advanced Public Management	3	*
PAD 527 Contemporary Public Policy	3	*
PAD 528 Research Tools for Managers	3	61
PAD 599 Internship - Field Study in Public Administration <i>(Required only of those students lacking significant administrative experience.)</i>	3	*
PAD 701 Capstone Seminar	3	*

*Plus two electives*

**TUITION AND FEES**

Tuition per 3-credit course: \$650 (U.S.)

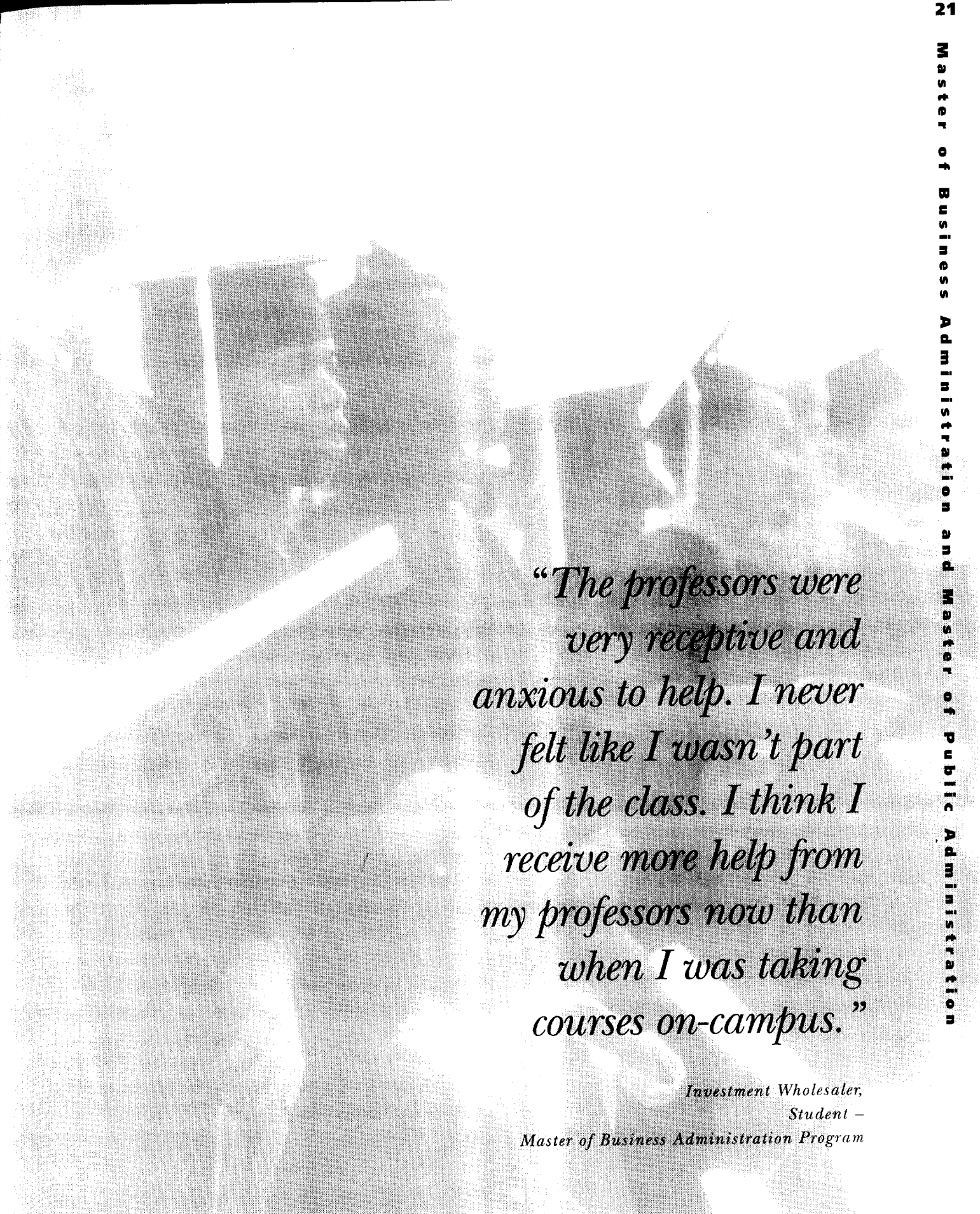
Fees, videotape rental, books, materials and shipping costs are additional.

**ACCREDITATION**

University of Colorado at Colorado Springs is accredited by the North Central Association of Colleges and Schools. The Graduate School of Business holds American Assembly of Collegiate Schools of Business (AACSB) accreditation. The Graduate School of Public Affairs is accredited by the National Association of Schools of Public Affairs and Administration.

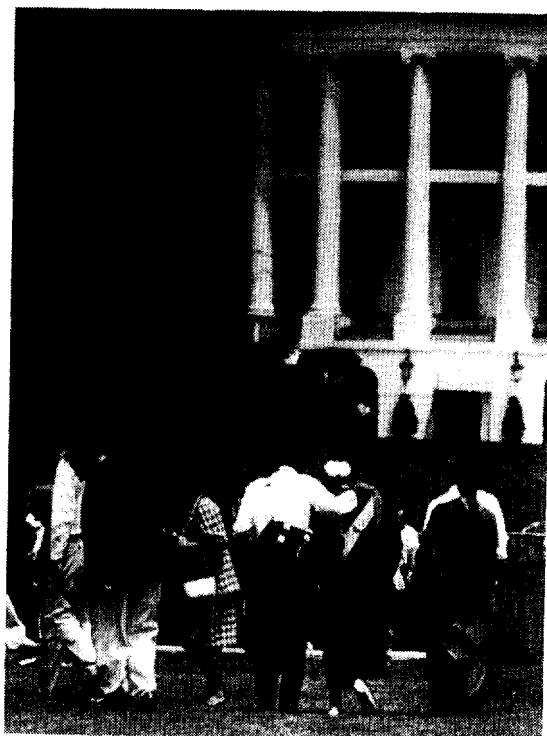
*\* UCCS will continue to increase its course offerings each semester. Course descriptions will be available in upcoming course schedules.*





*"The professors were very receptive and anxious to help. I never felt like I wasn't part of the class. I think I receive more help from my professors now than when I was taking courses on-campus."*

*Investment Wholesaler,  
Student –  
Master of Business Administration Program*



# The George Washington University

Founded in 1821

*Dear Prospective Student:*

*At The George Washington University we have made a commitment to provide educational opportunities and experiences which prepare us all for the worlds of work, community and home in the twenty-first century. The demands of living in our society have made it difficult for many to pursue traditional on-campus study. We have embraced the concept of "distance education" as a guiding principle in delivering superior-quality educational programs to a national and international student body.*

*The Educational Technology Leadership (ETL) program is specifically designed for students who wish to participate in improving the quality of education at school, work, and in the community through the informed use of educational technologies. To support this design, the ETL program makes use of video, audio, computer and telecommunication technologies uniquely combined to optimize information access and learning at the graduate level. Courses integrate new curricular experiences involving cooperative learning, project-based assessments, expert interviews, product demonstrations, role modeling, field-based inquiry, and world-wide networking with traditional "listen and read" methods.*

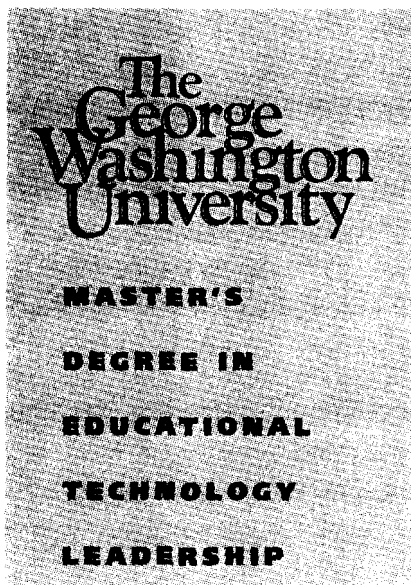
*The Graduate School of Education and Human Development (GSEHD) is proud to provide a superior and dynamic educational experience through the Educational Technology Leadership program. Each academic term brings improvements, but the strongest measure of our program is the quality and commitment of our students as they create a tradition of excellence.*

*Sincerely,*

Mary Hatwood Futrell

Dean, Graduate School of Education and Human Development  
The George Washington University

Founded in 1821, The George Washington University is a private, non-sectarian, coeducational institution that attracts students from the United States and more than 125 other countries. The university's location in the



center of Washington, D.C., enables faculty members to draw on the extensive resources available in the capital. The faculty includes some of the most distinguished men and women in Washington, D.C.

The George Washington University

Graduate School of Education and Human Development offers graduate programs in the major areas of teaching and learning, educational leadership, and human development and services. The school's programs are based on the belief that education is a multifaceted field, encompassing a broad and evolving body of knowledge, skills and processes.

The Graduate School of Education and Human Development is a charter member of the American Association of Colleges for Teacher Education. The degree program leading to a Master of Arts in Education and Human Development is designed to provide students with specialized knowledge and skills required for advanced professional competence in a variety of educational, human development, human service and service industry careers.

The objective of this Master of Arts in Education and Human Development is to provide students with the knowledge and skills necessary to become leaders in the dynamic field of educational technology.

## ADMISSION REQUIREMENTS

*Note: Courses may be taken prior to admission. Students are encouraged to apply during the term of their first enrollment. Enrollment does not guarantee acceptance as a degree candidate.*

- Completion of a GWU admissions application package with accompanying fee
- A bachelor's degree from a regionally accredited institution
- Official transcripts from all colleges attended
- GPA of 2.75 (cumulative) or equivalent
- Acceptable GRE or Miller's Analog Test.
- Letters of recommendation
- Preference in admission is given to students with strong academic credentials and appropriate undergraduate preparation
- A maximum of 12 semester hours of graduate-level credit may be considered for transfer (Age of transfer credit may not exceed five or more years before application for admission or re-admission to master's candidacy)

## Application Process

Students should submit their application to The George Washington University prior to or upon enrollment in their first class. Students must be admitted to the program prior to enrolling in their 12th semester hour in the program. Students applying for degree candidacy in the ETL program must meet the admission requirements of the Graduate School of Education and Human Development.

## Equipment needs

Learning about technology is an integral part of the coursework, and students are required to have access to the following:

- A TV with a videotape player/recorder or access to JEC Knowledge TV
- 386 or 486 IBM-compatible or Macintosh personal computer
- 28.8 KBPS modem
- Internet e-mail and access to the World Wide Web

**DEGREE REQUIREMENTS**

The program curriculum includes 36 hours of course work. The following 24 hours are required:

Course Number / Title	Credits	Page
EDUC230 Managing Computer Applications	3	68
EDUC231 Educational Hardware Systems	3	69
EDUC232 Applying Educational Media and Technology	3	69
EDUC234 Computers in Education and Human Development	3	69
EDUC235 Design and Implementation of Educational Software	3	69
EDUC268 Power, Leadership and Education	3	69
EDUC271 Policy-Making for Public Education	3	69
EDUC295 Quantitative Methods II: Research Procedures	3	69

The required 12 hours of electives include the following:

Course Number / Title	Credits	Page
EDUC220a Media Services Management	3	68
EDUC220b Instructional Design and Systems	3	68
EDUC220c Telecommunications in Education	3	68
EDUC220d Developing Interactive Multimedia	3	68

**TUITION AND FEES**

The tuition rate is \$725(U.S.) per course. Fees, books, materials and shipping costs are additional.

**ACCREDITATION**

The George Washington University is accredited by the Middle States Association of Colleges and Schools, the regional accrediting body recognized by the U.S. Department of Education and The Council on Post-Secondary Education.



*"My children were too young to be left alone and I couldn't take them to campus with me. JEC College Connection brings the campus to my living room and I can watch and study at my own convenience. The flexibility JEC College Connection provides is the only way I can complete my degree."*

*Special Education Teacher and Mother of Two,  
Student –  
Bachelor's Degree Completion Program*

Welcome to International University

At IU, we are forging new frontiers in education. Today, it is possible for you to enroll in individual courses or to earn a **Bachelor of Arts in Business Communication**. You are able to participate in courses by using your computer and the Internet World Wide Web to send assignments, communicate with Teaching Faculty, and interact with your classmates.



# International University

Visit the IU Web site at  
<http://www.iu.edu>

Our success with the graduate program led to our consideration and thoughtful development of a curriculum that would allow adults to complete the requirements for a **Bachelor of Arts in Business Communication**. Based on the needs of adult learner (convenience, flexibility and applicability to work), we designed a Bachelor's Degree Completion by integrating three fields of study: human communication, management, and new communication technologies. IU's instructional model meets your needs by using a multiple media approach to the study of communication, which includes skills and knowledge that are critical for the twenty-first century workplace.

At IU, we have a unique "language" of our own. The "Content Experts" are the experts in their fields, who design the course structure. "Teaching Faculty" are experienced instructors who facilitate student learning. A "Study Guide" is a print-based, content-specific guide that is designed and written by the Content Experts. A "Virtual Classroom" is the electronic, learning community where students and Teaching Faculty interact using Internet listservs and the World Wide Web.

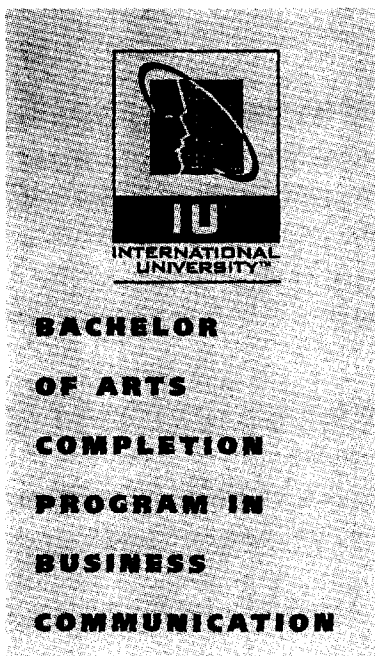
Experience first hand, our high-quality courses and the innovative instruction that has been designed especially for learning at a distance.

Sincerely,

Pamela S. Pease, Ph.D.

Vice President and Dean of Academic Programs  
International University

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Take some time to get to know IU, its courses, and its people. You will find that you are participating in a true learning revolution. We are certainly looking forward to getting to know you!

## BACHELOR OF ARTS IN BUSINESS COMMUNICATION

Excellent communication and language skills for business are not inherent. They must be learned. We all "naturally" learn to talk, given a normal social environment. However, we do not all "naturally" learn to communicate effectively. This program of study prepares students for many people-related and management challenges that occur in the workplace. It focuses on the knowledge and communication skills that help develop creativity, innovation, entrepreneurship, and leadership. You gain new insights into negotiation, dispute resolution, organizational communication and multicultural diversity. In addition, the program explores new communications technologies which are changing the way we work and interact.

### ADMISSION REQUIREMENTS

*Note: Courses may be taken prior to admission. Students may enroll in the degree program or take selected courses for personal or professional growth for credit or non-credit.*

- Completion of an IU admissions application package
- Official transcripts from all higher learning institutions attended

Please contact the International University Admissions Manager at 1-800-777-MIND for specific information about requirements for applying for the Bachelor of Arts Degree Completion Program in Business Communication.

### Equipment needs

Students participating in courses will need to have access to the following:

- A TV with a videotape player/recorder or access to JEC *Knowledge TV* for BC322 and BC352
- A 386 or 486 IBM-compatible or Macintosh computer
- Minimum 14.4 KBPS modem
- Internet e-mail and access to the World Wide Web

*\* Students in BC322 and BC355 need access to video equipment and a variety of speech aids.*

## BACHELOR OF ARTS DEGREE IN BUSINESS COMMUNICATION COURSE OFFERINGS

\*Please consult your semester schedule for additional courses that will be available in the Spring Terms of 1997.

### General Education

Course Number / Title	Credits	Page
BC 300 Integrated Humanities	3	74

### Core Curriculum

Course Number / Title	Credits	Page
BC 322 Public Speaking	3	75
BC 345 Organizational Communication	3	56
BC 350 Human Communication	3	56
BC 352 Fundamentals of Business Writing	3	57
BC 355 Oral and Written Business Communication	3	57
BC 360 New Communications Technologies	3	57
BC 362 Ethical Issues in Communication	3	57

### Areas of Specialization Communications Management

Course Number / Title	Credits	Page
BC 460 Using the Internet	3	
BC 465 Negotiation and Conflict Resolution	3	
BC 470 Technical Solutions in Business	3	
BC 475 Managing Electronic Networks	3	

### TUITION AND FEES

Three-credit course	\$47
Application fee for admission for degree student	\$7
Graduation fee for degree student	\$3
Fee for incomplete course	\$5
Computer/Listserv (e-mail) fee	\$1

\* Miscellaneous fees, course materials, videotape rentals and shipping are additional

### ACCREDITATION

International University has a Category II Authorization from the Colorado Commission of Higher Education. IU is presently seeking accreditation from the North Central Association of Colleges & Schools.





# The IU Student Experience

Once you have registered for an IU course either by calling the Education Services Center (1-800-777-MIND) or submitting your Web registration on the IU HomePage (<http://www.iu.edu>), the IU student-support mechanisms kick into action.

## IU INSTRUCTIONAL COORDINATOR

IU provides technical assistance to make sure students are prepared for participation in their course. To sign up for an IU course, students must have access to all of the required technologies in order to participate. (See Equipment Needs section.) Call toll free 1-800-777-MIND and ask to be transferred to the IU Instructional Coordinator for information about and help with technical requirements.

## COURSE MATERIALS

Students typically order course materials through the Education Services Center when they are registered for courses. Depending upon the course you are taking, your materials may include a Study Guide, texts, articles, videotapes, and software. The course syllabus is included in the Study Guide.

## ON-LINE ORIENTATION

The week before classes begin for the term, the IU Instructional Coordinator conducts an on-line student orientation. This will consist of a series of electronic mail messages sent to all enrolled students which discuss technical issues, academic policies and procedures, and frequently-asked questions. Students may respond to these messages with questions or comments which the Instructional Coordinator will address, either privately or for the benefit of the entire IU community.



## INTRODUCTION PACKAGE

Prior to the first day of class, you will receive a packet of information from your Teaching Faculty member with information about his background and philosophy, as well as details about the course itself. Assignment

due-dates, grading structures and Internet interaction specifications will also be included in the initial packet. Also included will be a course materials checklist.

## TEACHING FACULTY INTRODUCTION

The Introduction Package will be followed by a call from your Teaching Faculty member. This is an opportunity to meet and introduce yourself to your instructor one-on-one.

## START OF TERM

The first day of the term you'll receive a welcome message that is sent to the entire class via Listserv. The message will get the term underway, start an introduction activity where you'll meet your classmates and give you information about your first assignment.

## END OF TERM

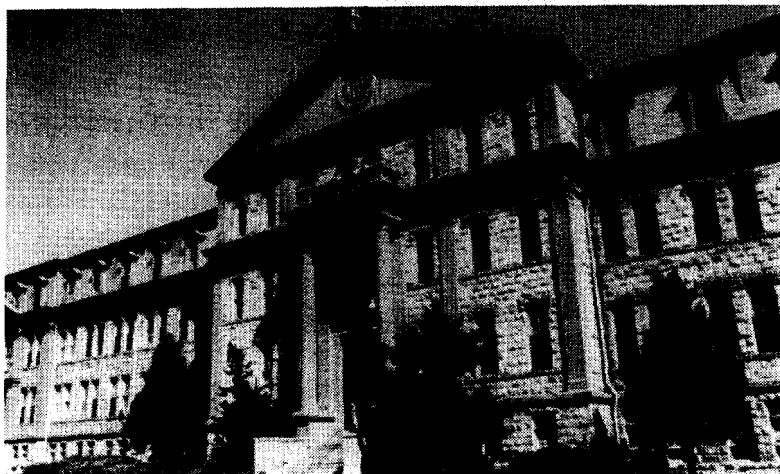
During the course of the term you can expect to participate in a great deal of conversation and interaction with your teaching faculty and classmates. You'll also be contacted via e-mail by IU staff to make sure that your course is going well and you're happy with your educational experience.

After the term ends, a course-evaluation survey is sent to all students for their honest and candid feedback. IU is committed to offering a successful educational experience and student feedback is essential to the success of the program.



*Dear Prospective Student:*

*Since its founding in 1877, Regis has emphasized the Jesuit tradition of value-centered learning and academic excellence.*



# Regis University

Founded in 1877

*Since 1978, we have perfected this tradition through educational opportunities designed specifically for the adult learner. Televised Learning from Regis University offers students the benefits of convenience, flexibility, independence and a highly personalized and relevant education utilizing electronic delivery. The program is portable and transferable, no matter where you live or work. Our accelerated courses are completed in just eight weeks.*

*Students can complete an undergraduate business administration degree through a combination of televised courses, portfolio, credit through examination and guided independent study. Our faculty all hold master's or doctoral degrees, and have relevant work experience. They are carefully selected to facilitate this type of learning and to guide students toward graduation.*

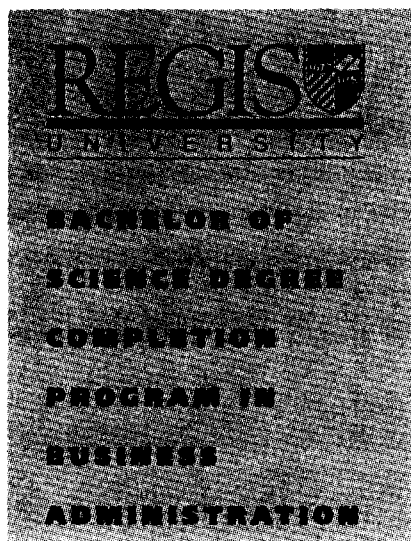
*The curriculum stresses practical application of theory, covering a common body of business knowledge. Your classmates from all across the nation add richness and variety to the electronic classroom. Through Regis' Televised Learning, you will find a learning environment that is academically challenging, rewarding and highly efficient.*

*We invite you to join the Regis Community of Learning.*

William J. Husson

Dean, School for Professional Studies

Founded by Jesuit priests in 1877, Regis University continues the Jesuit tradition of excellence in higher education. As a sister school of 27 Jesuit colleges and universities nationwide (including Georgetown



University, Loyola University and Fordham

University), Regis exemplifies the value-oriented education which an independent Jesuit university can bring to the society it serves.

Located in Denver, Colorado, the institution is a

coeducational university comprised of three academic schools: The School for Professional Studies, serving adult students through innovative professional and individually delivered degree programs; The School for Health Care Professions; and Regis College, serving traditional undergraduate students.

Regis University's School for Professional Studies is nationally renowned for its high-quality educational programs specialized to directly address the unique learning styles and needs of the adult learner.

## **BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION DEGREE COMPLETION PROGRAM**

Regis University's Degree Completion Program presented by JEC *College Connection* is a unique educational opportunity designed specifically for the adult student. Through several innovative course options, an adult who has earned 30 semester hours (45 quarter hours) of credit from a regionally accredited college or university, can now complete an undergraduate education regardless of location, professional obligations or personal time constraints. The Bachelor of Science program is presented in an accelerated eight-week format. This accelerated format adds flexibility to the program, allowing students to enter the program every two months.

## **The Accelerated Model**

In a traditional academic environment, several courses are taken simultaneously during a 16-week semester. By comparison, courses in this accelerated format are taken consecutively, one at a time, and each is completed within an eight-week period.

## **The Degree Completion Program**

Each student works with a Regis University academic advisor to develop an "individualized Degree Completion Plan," which incorporates the student's past academic studies, particular learning style, academic resources available in the home area, career goals and necessary coursework required for the four-year degree.

## **ADMISSION REQUIREMENTS**

*Note: Courses may be taken prior to formal admission. Students may apply as a degree-seeking student or take up to three courses as a non-degree-seeking student.*

- Completion of a Regis admissions application package with accompanying fee
- Minimum of 30 semester-credit hours or 45 quarter-credit hours
- Official transcripts from all colleges attended
- GPA of 2.0 (cumulative) or equivalent
- At least three years of work/life experience after high school

## **Equipment needs**

Students participating in courses will need to have access to the following:

- A TV with a videotape player/recorder or, for select courses, access to JEC *Knowledge TV*.

## DEGREE REQUIREMENTS

A total of 128 semester-credit hours is required to complete this bachelor's degree program. Some of the courses are required and some are electives. The following requirements must be met in each category:

<i>Core Studies</i>	<b>45</b>	<i>semester hours</i>
<i>Lower Division Foundation Courses</i>	<b>24</b>	<i>semester hours</i>
<i>Advanced Business Major Courses</i>	<b>21</b>	<i>semester hours</i>
<i>Capstone Course</i>	<b>3</b>	<i>semester hours</i>
<i>General Electives</i>	<b>35</b>	<i>semester hours</i>
<b>TOTAL</b>	<b>128</b>	<i>semester hours</i>

Students must complete at least 30 hours of graded course work through Regis University. In addition to courses offered through this program, there are a variety of options available to students for completing the remainder of their requirements. These may include:

- Undergraduate courses transferable from other JEC College Connection programs
- Undergraduate courses transferable from other regionally accredited colleges and universities
- Credit by exam (CLEP, Dantes, PEP)
- ACE evaluated training – credit for courses, certificate programs and licenses from business, professional and military fields
- Portfolio – credit for documented learning from actual work/life experience

## DEGREE PLAN

Course Number / Title	Credits	Page #
AC200a Principles of Accounting I	3	56
AC200b Principles of Accounting II	3	56
BA420/CA474 Advertising and Promotion	3	66
BA430 Business Finance (Corporate Finance II) (Elect)	3	56
CA452 Management of Human Resources	3	63
BA454/PY456 Organizational Behavior	3	63
BA492 Managing a Small Business	3	61

BA469 International Management	3	64
BA479/CS480 Managing Technology for Business Strategies	3	64
BA481a Business Law I	3	60
BA488 Introduction to Business Research	3	61
BA493 Capstone: Business Administration	3	62
BA495e/PL495e Ethical Decision-Making in Business	3	62
CS200/BA230 Introduction to Computing	3	63
ED202 Experiential Learning and Assessment	1	83
RC220a Religious Traditions I: Eastern	3	89
RC220b Religious Traditions II: Western	3	89

## TUITION AND FEES

- Degree-seeking students pay a one-time non-refundable \$75 Degree Completion Plan fee directly to Regis University. The Degree Plan package includes comprehensive advising, an individualized Degree Completion Plan and admission to the university. Students registered in this program are supported by numerous services such as voice mail and on-going advisor and faculty interaction.
- Non-degree-seeking students submit a one-time non-refundable \$25 application fee.
- A one-time registration fee of \$25 is collected with the first enrollment.
- The tuition rate is \$185 per semester credit hour and \$197 per semester credit hour for in-state. (\$555 per 3 credit course. Colorado residents \$591.) Fees, books, materials and shipping costs are additional.

## ACCREDITATION

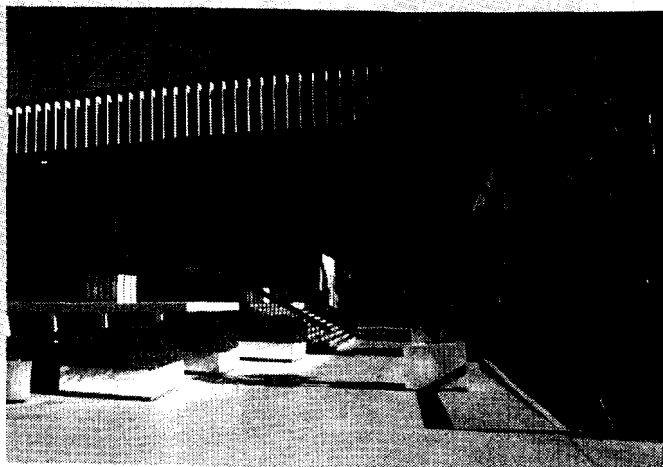
Regis University is accredited by the North Central Association of Colleges and Schools, the regional accrediting body recognized by the U.S. Department of Education and The Council on Post-Secondary Education.

*"At first, I thought distance learning would not get the results I wanted. Thankfully, I was wrong. I'm receiving a top-notch education from a very prestigious school. I'm very happy with it."*

*Teacher of Exceptional Studies,*

*Student —*

*Master's Degree Program*



# California State University, Dominguez Hills

Founded in 1965

Dear Nursing Colleague,

Today the nation is striving for a more comprehensive health care program for all Americans. Whatever the final plan adopted by Congress, the roles of professional nurses are expanding. Many RNs are preparing for the future by returning to school to complete Bachelor and Master of Science in Nursing degrees.

The CSUDH program, approved by the Western Association of Schools and Colleges (WASC) and accredited by the National League for Nursing, serves approximately 3,500 RNs annually in California. This year 625 RNs will receive their BSN degrees; 260 more will complete the MSN degree. All of this is possible because the curriculum is responsive to the needs of the adult learner whose time, lifestyle, geographic location or work schedule make it impossible to complete a traditional course of studies in residence at a university campus.

The program provides nursing professionals of varying interests and backgrounds with unique advantages including:

- Classes designed to meet the needs of adult learners
- Classes divided into one- and two-unit "mini-courses" having two or three seminar sessions each
- An assessment option allowing recognition of prior learning through standardized challenge examinations
- On-line, computer literature searches and rapid documentation delivery
- Advisor assignment upon admission, providing individualized student advisement
- Participation in performance courses (clinical/ field experience) with the assistance of a preceptor as well as an instructor
- Involvement in the program's Nursing Research Institute and the Sigma Theta Tau International Honor Society
- Preparation for roles in teaching and clinical practice in schools, homes and the community.

If interest is demonstrated, our Master of Science in Nursing (MSN) degree program will begin in the near future.

We are pleased to offer the CSU Dominguez Hills BSN program to RNs throughout the United States to facilitate improvement of practice and advancement to new career opportunities. And, who knows? Perhaps that BSN will lead to a MSN degree as a nurse practitioner, a clinical specialist, an administrator, or educator. The doors are open. The opportunity and challenge to advance are yours.

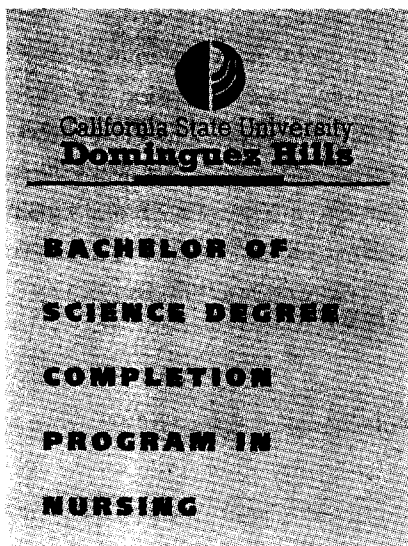
Sincerely,

*Margaret J. Wallace*

Margaret J. Wallace, RN, Ph.D.

Acting Director, Division of Nursing

California State University, Dominguez Hills is one of 22 campuses of the California State University system. The campus is located on the historic Rancho San Pedro, the oldest Spanish land grant in the Los Angeles area.



The campus is strategically placed in the heart of a major technological, industrial and transportation complex.

The national nursing program originated as a statewide degree program in California. It began in the

spring of 1981 with two major commitments: to make quality higher education in nursing more accessible to employed registered nurses and to ultimately improve health care for Americans. The program was funded by the W.K. Kellogg Foundation and by contributions from individuals and health care organizations. Since the program began, more than 3300 undergraduate and 550 graduate students have received their degrees from the Statewide Nursing Program in California.

#### **DIVISION OF NURSING, BACHELOR OF SCIENCE NURSING DEGREE COMPLETION PROGRAM**

The degree completion program offers an individualized approach to nursing education designed for the self-directed, employed professional. It is one of the largest post-licensure programs in the United States.

The Bachelor of Science degree in Nursing is accredited by the National League for Nursing, approved by the Western Association of Schools and Colleges, and is a member of the American Association of Colleges of Nursing (AACN), National League for Nursing (NLN), and Western Institute of Nursing (WIN).

Graduates are prepared to function in a rapidly changing society as members or leaders of health care teams. If desired, graduates may be eligible for the State of California's Public Health Nurse Certificate.

#### **Program Objectives**

Upon completion of the BSN program, the graduate will be prepared to:

- Deliver professional nursing care that emphasizes health promotion and disease prevention as well as adaptation to acute and long-term care problems, in a range of settings with a community-based focus.
- Provide professional nursing care to clients with diverse cultural backgrounds throughout their lifespan.
- Develop collaborative relationships, and provide leadership, when appropriate, with other professionals, disciplines and community organizations to promote health of clients.
- Assist in the design of healthcare delivery systems that provide accessible services to clients.
- Synthesize and apply knowledge from nursing theory and research findings to professional nursing practice.
- Contribute to the expansion of nursing knowledge, participation in, and utilization of nursing research.
- Incorporate knowledge about current ethical, legal and social issues in professional nursing practice.
- Develop and integrate knowledge from the physical and behavioral sciences and the humanities into professional nursing practice.

#### **Modular course structure**

All courses are divided into modules. Students receive a grade after completing each module that will appear on the students' transcripts. Students also have the option to take one module at a time.

Students must purchase their own copies of the BSN Module Text required for a particular course/module.

## ADMISSION REQUIREMENTS

*Note: Courses may be taken prior to admission.  
(Application must be made before second registration.)*

- Completion of CSDUH admissions application package with accompanying fee
- A minimum of 56 semester units of transferable college credit\*
- Official transcripts from all colleges attended
- A minimum 2.0 GPA which can be waived with 15 hours of probationary classes if a 3.0 is maintained
- Current RN licensure in the United States or an interim permit

*\*Diploma graduates not having 56 transferable units have several options in order to meet this requirement. A nursing advisor is available to assist each student.*

## Equipment needs

Students participating in courses will need to have access to the following:

- A TV with a videotape player/recorder or access to JEC *Knowledge TV* for select courses
- 386 or 486 IBM-compatible or Macintosh computer
- 9600 or 14.4 KBPS modem
- Internet access and e-mail

## DEGREE REQUIREMENTS

A total of 126 semester units must be completed through instruction and/or assessment options. A minimum of 40 units in upper division courses is required.

Several courses available through JEC *College Connection* are approved by CSU, Dominguez Hills to fulfill general education and elective requirements. Please discuss your selections with your advisor.

## Transfer Credit

Community college                      Maximum **70** semester units

Four-year institution                      Maximum **96** semester units

All courses/modules required for the major must be completed with a grade of "C" or better.

## Assessment Options

The Nursing Program recognizes that many students have knowledge and skills learned by means other than a transferable college credit course. Students may earn academic credit by demonstrating their knowledge through specified written or performance examinations, or petition out of certain courses based on prior equivalent courses. JEC *College Connection* and a CSUDH nursing advisor will assist students in the appropriate processes.

## COURSE OFFERINGS

Course Number / Title	Credits/Units	Page
BSN310 Expanding Professional Horizons	2	76
BSN315 Life Cycle	4	76
BSN325 Culture and Health	4	77
BSN335 Biochemistry	4	77
BSN340 Professional Relationships in Nursing Practice	3	77
BSN345 Pathophysiology	4	77
BSN360 Professional Issues in Nursing	4	77
BSN370 Health Teaching	2	77
BSN380 Health Assessment*	4	78
BSN405 Statistics	3	78
BSN410 Health Management I*	5	78
BSN 420 Health Management II*	5	78
BSN460 Research in Nursing Practice	3	78
BSN480 Leadership in Nursing Practice*	3	79
BSN490 Management in Nursing Practice*	3	79
BSN494 Independent Study	1-3	79
BSN495 Special Topics/Colloquia	1-3	79

*\* Performance courses involve a clinical preceptor as well as the course instructor. Nursing advisors and instructors will work closely with each student to identify local preceptors and develop appropriate settings for the clinical components.*



**TUITION AND FEES**

The tuition rate is \$210 per unit. Courses vary between one and five units and students may take one unit at a time.

Fees, books, materials and shipping are additional.

**ACCREDITATION**

CSUDH is accredited by the Western Association of Schools and Colleges, the regional accrediting body recognized by the U.S. Department of Education and The Council on Post-Secondary Education.



*“JEC  
College  
Connection  
is great—  
it is so*

*accommodating. With all  
of my daughter’s activities,  
trying to work my schedule  
around a traditional  
program would be  
impossible.”*

*Student –  
Bachelor’s Degree Program*